SAMS I.Q. # 003

Issued: July 7, 2008

Question #5 :

I have multiple sites under my contract, can I get reports out of SAMS for each site separately?

Answer:

Yes, from the SAMS "Reports" button, find a report under Services reports and print or write down those specifications (filters) for the report. Close that report, then select New Report, fill out Report Title and information as desired. If you want multiple sites on the one report select Sub Group By and then Site, all sites will be broken out on one report. If you want only one site on the report, leave Sub Group By = "No Sub Grouping" and go down to "Service Delivery", then "Site"= to the site you want the report for and the report will be only for the one site.

Question #6 :

Citrix is already installed for other programs do I need to install Citrix again?

Answer:

You may need to, dependent upon what the Citrix is being used for and where. Simply, proceed with the login to www.agingnetwork.com and login, and the SAMS login, if the existing Citrix is okay then you will be allowed in to SAMS just like in training. If you are not allowed into SAMS then Citrix needs to be loaded.

Question #7 :

When will the revised Intake / Assessment form be completed? and can I develop my own?

Answer:

The revised Intake /Assessment form is being worked on right now it will distributed as soon as it is complete. In the interim a blank intake (assessment) form was sent on 7/3/08. Yes, you can use your own Intake / Assessment form as long as all of the information required is entered into the SAMS system.

Question #8 :

Do we still need to report donations for Congregate Meals and if so how will that be done?

Answer:

Yes, you still need to report donations to the county, this is completed as part of the Invoicing process.

Question #9 :

If I miss some meals served and they are not entered by the end of the month, how do invoice those meals?

Answer:

You would simply enter the meal (or any service for that matter) into SAMS. SAMS will know that the service has not been invoiced and will include it with the next invoice period even though the service was delivered in the prior month. This may not apply to the final month at the end of year and this will need to be researched with the program and finance groups here at CSS.

Question #10 :

Have the Help Sheets been released that help me with building Routes and Rosters.

Answer:

Yes, most of the Help Sheets have been released:

Help Sheet #4 Building A Roster for Services other than meals.

Help Sheet # 5 Building a roster to Record Home Delivered Meals services.

Help Sheet #6 Building a Home Delivered Meal Route in SAMS.

Question #11 :

Has a plan been finalized for using the AAA cards and how scanning will work?

Answer:

Yes, CSS has a plan for implementing the scanning of congregate meals. A survey was sent earlier today requesting information so that we can proceed. Basically, five things must be in place for SAMS to accept scanning;

1. The SAMS User ID that will be used at the site for scanning must be entered into SAMS by CSS, this information was requested as part of the survey.

2. The Congregate Meal site must have internet connectivity to scan from the meal site using a card or a roster with a barcode.

3. If the AAA card is to be used the SAMS Consumer number barcode sticker must be attached to the card.

4. Scanners currently in use will need to be reprogrammed for use with SAMS. Instructions for reprogramming will be released shortly.

5. The SAMS Scan software must be tested in a live site prior to rolling out to all providers. This may include a need for additional training for scanning.